UNITED STATES DISTRICT COURT	
for the	
District of	

<del></del> -	District of
	) ) )
Plaintiff(s)	)
v.	Civil Action No
	)
	)
	)
	)
Defendant(s)	)

## **SUMMONS IN A CIVIL ACTION**

To: (Defendant's name and address)

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

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Civil Action No.

## PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

	This summons for (nan	ne of individual and title, if any	y)			
was rec	ceived by me on (date)		·			
	☐ I personally served	the summons on the indi	vidual at (place)			
			on (date)	; or		
	☐ I left the summons at the individual's residence or usual place of abode with (name)					
	, a person of suitable age and discretion who resides					
	on (date)	, and mailed a c	copy to the individual's last known address; or			
		ons on (name of individual)		,	who is	
	designated by law to a	accept service of process	on behalf of (name of organization)			
			on (date)	; or		
	☐ I returned the summ	mons unexecuted because			; or	
	☐ Other ( <i>specify</i> ):					
	My fees are \$	for travel and \$	for services, for a total of \$			
	I declare under penalty	y of perjury that this info	rmation is true.			
Date:		_				
			Server's signature			
		_	Printed name and title			
		_	Server's address			

Additional information regarding attempted service, etc: